

**DETERMINATION AND FINDINGS**  
**FOR**  
**SOLE SOURCE EXTENSION**

**Agency:** Department of Consumer and Regulatory Affairs (DCRA)

**Contractor:** Pearson VUE

**Contract No.:** DCPO-2011-C-0110

**Caption:** Professional Licensing Project

**Findings**

**1. Authorization**

D.C. Official Code § 2-354.04, 27 DCMR § 1304 and 1702

**2. Minimum Need**

The Office of Contracting and Procurement, on behalf of the Department of Consumer and Regulatory Affairs (DCRA), Occupational and Professional Licensing Administration OPLA), is awarding a contract for a “turnkey” approach to provide technical, managerial and administrative services to facilitate licensing operation functions.

The period of performance is expected for the four-month sole source extension will be February 1, 2013 through June 31, 2013.

**3. Estimated Fair and Reasonable Cost**

The estimated fair and reasonable price to provide the required services for the period February 1, 2013 through June 31, 2013 is \$378,950.00.

**4. Facts that Justify a Sole Source Procurement**

- A. The initial contract was signed on October 5, 2011 for six (6) months with no options. There were three (3) modifications to extend the contract to January 31, 2013 to ensure continuation of services to provide technical, managerial and administrative series to facilitate the licensing operation functions until the completion of the competitive process. However, because the competitive process is not complete, another extension is being requested for four (4) months, from February 1, 2013 through June 31, 2013.

- B. The Occupational and Professional Licensing Administration (OPLA) is responsible for supporting (18) professional licensing Boards, Commissions and Programs representing 144 license categories and approximately 45,000 licensees. These Boards, Commissions and Program govern the practice of occupations and professions of individuals, firms and Contractors in the District of Columbia as mandated by regulatory laws of the District of Columbia, and are comprised of practitioners and citizens who establish rules to implement legislation, establish criteria for credentials, examinations and professional practice, approve applications, and preside over disciplinary hearings.
- C. Pearson VUE is currently providing satisfactory services for the required professional services and is uniquely positioned to ensure continuity of services.
- D. Interruption of this service would prevent the District from protecting the health, safety, economic interests, and quality of life of residents, businesses, and visitors in the District of Columbia by issuing licenses, enforcing regulatory codes, and providing licensee education. The District of Columbia requires that people who work in certain professions obtain a license to practice to ensure that the public health, safety, and welfare will be reasonably well protected. This measure certifies that all licensees have acquired a certain level of knowledge in their chosen field.
- E. The Office of Contracting and Procurement expects to award a new contract for these services on or before July1, 2013.
- F. The sole source extension under Contract DCPO-2011-C-0110 is the only method to ensure that these services continue to be provided without interruption. The extension of the sole source contract is the most advantageous method of fulfilling the District's need when price and other factors are considered. Person VUE has agreed to provide services under the terms and condition of the current contract with the same price offered.

5. **CERTIFICATION BY THE AGENCY HEAD:**

I hereby certify that the findings set forth above are true, correct, and complete to the best of my knowledge and that the proposed contract extension is in the best interest of the District of Columbia.

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Director  
Department of Consumer and Regulatory Affairs

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Date

6. **CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the sole source notice of Intent to Award a Sole Source Contract was posted on the OCP website and no valid responses were received regarding the posting. I recommend that the Assistant Director of Procurement approve the use of the sole source procurement method for this proposed contract.

\_\_\_\_\_  
Deborah J. White  
Contracting Officer  
Office of Contracting and Procurement

\_\_\_\_\_  
Date

7. **CERTIFICATION BY COMMODITY MANAGER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited statutory authority. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed sole source contract extension.

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Angela Turner  
Commodity Manager  
Office of Contracting and Procurement

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Date

### **DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under Section 303 of the District of Columbia Procurement Practices Act of 1985 (D.C. Law 6-85; D.C. Official Code § 2-303.03). Accordingly, with D.C. Official Code Section 2-303.05 (a)(1) and 27 DCMR, Chapter 17, Section 1702.1, it is determined that the District is justified in using the sole source method of procurement.

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James D. Staton, Jr.  
Chief Procurement Officer  
Office of Contracting and Procurement

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Date